

# CORE -X COMPUTER APPLICATION IN BUSINESS

GURU NANAK COLLEGE , DHANBAD  
MID SEM INTERNAL TEST  
B. COM (Hons.) Sem-IV 2018-21

**\*Required**

1. Email address \*

---

2. Name of the student \*

---

3. Gender \*

*Mark only one oval.*

Male

Female

4. Course \*

*Mark only one oval.*

B.Com (Hons)

B.Com (General)

5. Class Roll No. \*

---

6. University Roll No. \*

---

7. Mobile Number \*

---

8. The space left between the margin and the start of a paragraph is called \* 2 points

*Mark only one oval.*

- A. Spacing.
- B. Gutter
- C. Indentation.
- D. Alignment

9. Which enables us to send the same letter to different persons? \* 2 points

*Mark only one oval.*

- A. Macros
- B. Template
- C. Mail merge
- D. None of above

10. Which of the following is not a font style? \*

2 points

*Mark only one oval.*

- A. Bold
- B. Italics
- C. Regular
- D. Superscript

11. What feature will you use to apply motion effects in between a slide exits and another enters? \*

2 points

*Mark only one oval.*

- A. Slide Transition
- B. Slide Design
- C. Animation Objects
- D. Animation Scheme

12. Portrait and Landscape are \_\_\_\_\_. \*

2 points

*Mark only one oval.*

- A. Paper size
- B. Page layout
- C. Page orientation
- D. Page margin

13. Which of the following is not one of PowerPoint view ? \*

2 points

*Mark only one oval.*

- A. Slide show view
- B. Slide sorter view
- C. Normal view
- D. Outline view

14. Which key can be used to view Slide show ? \*

2 points

*Mark only one oval.*

- A. F5
- B. F2
- C. F7
- D. F9

15. A File which contains readymade styles that can be used for a presentation is called \_\_\_\_\_ \*

2 points

*Mark only one oval.*

- A. AutoStyle
- B. Wizard
- C. Template
- D. Pre formatting

16. Shortcut to insert new slide in the current Presentation is ? \*

2 points

*Mark only one oval.*

- A. CTRL+O
- B. CTRL+M
- C. CTRL+F
- D. CTRL+N

17. How can you see all your slides at once ? \*

2 points

*Mark only one oval.*

- A. Through slide sorter view
- B. Through slide view
- C. Through normal view
- D. Through slide show

18. To access Picture, Text Box, Chart etc. which menu you have to select ? \*

2 points

*Mark only one oval.*

- A. Insert
- B. View
- C. File
- D. Edit

19. What PowerPoint feature will you use to apply motion effects to different objects of a slide ? \* 2 points

*Mark only one oval.*

- A. Animation Scheme
- B. Slide Transition
- C. Slide Design
- D. None of the above

20. Which one is not a Function in MS Excel ? \* \* 2 points

*Mark only one oval.*

- A. SUM
- B. AVG
- C. MAX
- D. MIN

21. An Excel file is generally called a / an : \* 2 points

*Mark only one oval.*

- A. E-Spreadsheet
- B. Worksheet
- C. Workbook
- D. Sheet

22. Database where the data is stored in the form of rows and columns is called 2 points  
\*

*Mark only one oval.*

- A. Relational database
- B. Distributed database
- C. Object oriented database
- D. None of these

23. The popular database management programs doesnot include \* 2 points

*Mark only one oval.*

- A. Oracle
- B. MS access
- C. MS word
- D. MS SQL

24. \_\_\_\_\_ are used to present data from table and query into printed form 2 points  
\*

*Mark only one oval.*

- A. Table
- B. Forms
- C. Macros
- D. Reports

25. Which of the following is not a type of MS Access database object? \* 2 points

*Mark only one oval.*

- A. Table
- B. Form
- C. Worksheets
- D. Modules

26. In a database table, the category of information is called \_\_\_\_\_ \* 2 points

*Mark only one oval.*

- A. record
- B. tuple
- C. field
- D. None of the above

27. With which of the following all formulas in excel starts ? \* 2 points

*Mark only one oval.*

- A. /
- B. \*
- C. \$
- D. =



28. MS-Word automatically moves the text to the next line when it reaches the right edge of the screen and is called? \* 2 points

*Mark only one oval.*

- A. Carriage Return
- B. Enter
- C. Word Wrap
- D. None of the above

29. End Key is used to \* \* 2 points

*Mark only one oval.*

- A. Moves the cursor end of the line
- B. Moves the cursor end of the document
- C. Moves the cursor end of the paragraph
- D. Moves the cursor end of the screen

30. How can you apply exactly the same formatting you did to another text? \* 2 points

*Mark only one oval.*

- A. Copy the text and paste in new location. Then type the new text again
- B. Copy the text and click on Paste Special tool on new place
- C. Select the text then click on Format Painter and select the new text
- D. All of above

31. What is the default file extension for all word documents? \*

2 points

*Mark only one oval.*

- (A) .txts
- (B) .word
- (C) .docs
- (D) .docx

32. What is gutter margin? \*

2 points

*Mark only one oval.*

- (A) Margin is added to the outside of the page when printing
- (B) Margin that is added to the binding side of page when printing
- (C) Margin that is added to right margin when printing
- (D) Margin that is added to the left margin when printing

---

This content is neither created nor endorsed by Google.

Google Forms